

Wimborne Community Theatre Safeguarding Policy

Contents

- Section 1.** [Terms of reference](#)
- Section 2.** [Introduction](#)
- Section 3.** [Principles for safeguarding children, young people and adults at risk](#)
- Section 4.** [Preventing opportunities for harm](#)
- Section 5.** [Applying safe practices in how we work](#)
- Section 6.** [Types of harm](#)
- Section 7.** [Reporting suspected harm](#)
- Section 8.** [Whistleblowing](#)
- Section 9.** [Contacts](#)
- Section 10.** [Other organisations that could help](#)

1. Terms of Reference

Wimborne Community Theatre (WCT) is a voluntary community organisation run by a Steering Group. WCT creates original site-specific performances, set in unusual outdoor venues or non-theatre buildings. Members of the community (including schools, university students, other community groups and local organisations) in partnership with artists, and arts or heritage organisations and others as appropriate, to develop and perform stories inspired by local places and the lives of inhabitants, past and present, real and fictional.

Membership of WCT is open to anyone who is interested in participating in its activities whether as actors, creators or volunteers. We accept members who are under 18 on the understanding that these individuals will be accompanied by a parent or other responsible adult.

2. Introduction

This policy takes account of legislation intended to protect individuals from harm or abuse including the Human Rights Act 1998, Children's Act 1989 and 2004 and Care Act 2014.

WCT seeks to make a positive contribution to a strong and safe community by establishing an environment where our activities are safe for all participants. We recognise that there are individuals in all communities who seek to exploit the vulnerabilities of children and vulnerable adults and that safeguarding children, young people and adults is everybody's responsibility. We also recognise a responsibility to protect members of WCT from the threat of unfounded allegations of harm or abuse.

WCT undertakes to promote a strong safeguarding culture intended to:

- Protect people
- Minimise the risks of any harm or abuse
- Ensure everyone in WCT feels confident that their concerns will be dealt with appropriately
- Ensure everyone in WCT understands their role
- Ensure everyone in WCT feels safe

3. Principles for Safeguarding Children, Young People and Adults at Risk

- All members, visitors and guests have the right to a friendly, secure, caring and safe environment whilst with WCT.
- Any action will be prompt, proportionate and person-centred, respecting the voice of the person concerned as set out in the Care Act 2014 and will respect the rights and dignity of all those involved
- The primary duty of the nominated safeguarding officer (NSO), steering group and members, whatever their nominated role, and any organisation contracted by WCT, is to protect children, young people and adults who are at risk of significant harm
- WCT's role is not to investigate suspected abuse but to report concerns to the relevant local contacts (see Section 9)
- WCT has a responsibility to inform children and young people, and adults at risk, and their parents and/or carers as appropriate, of its duty to follow up any safeguarding concerns and report suspected cases of harm or abuse when disclosed or observed

4. Preventing Opportunities for Harm

WCT aims to:

- Recruit and select staff and volunteers safely, ensuring all necessary checks are made
- Ensure that our activities are safe for those who work and volunteer for us and those who participate in our activities
- Provide appropriate safeguarding training. In practice, familiarise members with the safeguarding policy
- Foster appropriate codes of conduct for members
- Develop and make known procedures for identifying and reporting cases, or suspected cases of harm and abuse
- Make our Safeguarding Policy available
- Designate a nominated safeguarding officer (NSO) to whom all concerns must be reported in the first instance

5. Applying safe practices in how we work

- No WCT member, officer or volunteer will be alone with a child or adult at risk without alerting others and explaining the reason
- Members of WCT will not use inappropriate language or behaviour
- Any suspicion of harm or abuse, or disclosure, will be acted on as soon as possible and the incident reported to the NSO.
- All allegations of harm or abuse against a member, however minor, must be reported to the NSO and the procedure to be followed will be in line with ***Pan-Dorset Safeguarding Children Partnership and the Dorset Safeguarding Adults Board/ Bournemouth, Christchurch and Poole Safeguarding Adults Board.***

- Safeguarding also means reducing the risk of injury. Therefore we will carry out appropriate risk assessments before undertaking events/activities, to include balancing the risk of injury against the benefits for participants

6. Types of Harm

WCT recognizes that there are various forms of harm and abuse that can be evidenced by physical and behavioral indicators:

- Physical abuse
- Domestic violence and domestic abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect
- Radicalisation

WCT will raise awareness of these indicators and will ensure that the steering group, the NSO and any other member nominated by the steering group are encouraged to be vigilant.

Further information is available from [Pan-Dorset Safeguarding Children Partnership](http://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse) or www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse

7. Reporting Suspected Harm:

If in the context of a WCT activity, a member or volunteer is told by another person that they are being harmed or that they feel in danger of being harmed (a direct disclosure), or if a member or volunteer notices a change in the behaviour or appearance of a person, which causes them to suspect that person is being harmed, or they observe something which raises their concern that harm has taken place, **they must act immediately.**

First Response

- In all events, try to stay calm, treat the situation seriously and do not be afraid to seek help
- The first priority is to ensure that the person is not currently in danger and if they are, to remove them from danger
- If the person is under immediate threat of harm calling the police and/or an ambulance, should be considered appropriate.

Follow up Response

- In the event of a disclosure, where a child (under 16) is concerned, the person in receipt of the disclosure must inform the person disclosing to them that they may need to pass on what they've been told to the relevant authorities (legal requirement).
- If a vulnerable person is over 16, their view about what action to take should be discussed with them and permission sought to refer the concerns if appropriate.

- They should not discuss what they've been told with the vulnerable person, but should listen attentively and offer reassurance.
- Whether the concern arises from a disclosure, from their own, or someone else's observation, a written record of the concern should be made immediately or soon afterwards. Where someone else is involved, as far as possible the other person's own words should be recorded.
- As soon as possible after the event, they should discuss with the NSO the content of the disclosure or their reasons for being concerned. They will be asked to complete a WCT Safeguarding Report form which should be returned to the NSO. The NSO will, in the light of what they've been told, decide whether or not to take further action. If the person is unable to discuss their concerns with the NSO they should inform another person on this list:

WCT Nominated Safeguarding Officer (NSO): Sue Bullen 07434 772679

Chair of WCT:

Jeff Hart 07825 226837

Secretary:

Tuppy Hill 07791 632261

- The NSO or other Officer will record receipt of the Safeguarding Report and will decide what follow-up actions should be taken.
- If appropriate the NSO will make appropriate referral (see **Contacts**) within 24 hours of disclosure or concern being raised. This will be followed up in writing within 48 hours and a copy kept on record.
- All information will be gathered, recorded and stored in accordance with current data protection law and WCT's policy.

8. Whistleblowing

WCT is dedicated to the highest standards of operation and accountability. In line with this commitment we recognise that any individual has the right to make a formal complaint to the appropriate body if they believe their concern has not been correctly dealt with by WCT.

In that situation the concerned individual should in the first instance come forward and voice those concern initially to the NSO or to the Chair of WCT. However, if they are unsatisfied with the response they receive they are encouraged to contact the appropriate authorities (the local safeguarding boards and/or Police). Advice is available from Protect: free confidential advice for people who witnessed wrongdoing in their workplace but are not sure how to raise their concerns (<https://protect-advice.org.uk> 020 3117 2520) and NSPCC National Whistleblowing Advice Line on 0800 028 0285.

9. Contacts largely for official WCT use:

- For concerns about an immediate risk or harm to a child/young person or adult at risk ring the Police on 999

Concerns about over 16s

If you are unsure if the safeguarding concerns override consent you can discuss the situation, without providing names, with the local adult teams:

- BCP Council: 01202 123654
- Dorset Council: Adult Access Team 01305 221016

If the person lives in Dorset

- If you suspect that a child/young person is being abused or neglected then contact Children's Advice and Duty Service: Families and Members of the Public Number: **01305 228866**
- If you suspect that an adult is being abused or neglected then contact Dorset Council

01305 221 016 during office hours

01305 858 250 for the Out of Hours Service

Dorset Council: Adult Access Team 01305 221016

<https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/dorset-safeguarding-adults-board>

Safeguarding children The Pan Dorset Safeguarding Partnership

<https://pdscp.co.uk/>

If the person lives in BCP

- If you suspect that a child/young person is being abused or neglected then contact the [BCP First Response Hub](#) to request support, or to report a concern about a child or young person.
- Call 01202 123334 from 8.30am to 5.15pm, Monday to Thursday and 8.30am to 4.45pm on a Friday. Or e-mail childrensfirstresponse@bcpcouncil.gov.uk
- Out Of Hours – 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day: 01202 738256
ChildrensOOHS@bcpcouncil.gov.uk

If you suspect that an adult is being abused or neglected then contact BCP Council

- Email: asc.contactcentre@bcpcouncil.gov.uk
- For Bournemouth, Christchurch and Poole: Telephone 01202 123654
- Or Dorset Police: Tel 101
- Out of Hours Service: Tel. 0300 1239895 Evenings and weekends, including Bank Holidays

10. Other organisations that could help

- Keeping children and young people safe in the voluntary and community sector ([NSPCC](#)) 0808 800 5000
- [Bournemouth, Christchurch and Poole Safeguarding Adults Board](#), 01202 794300.
- [Dorset Safeguarding Adults Board](#), 01305 221016
- Ann Craft Trust www.anncrafttrust.org
- NCVO Safeguarding <https://knowhow.ncvo.org.uk/safeguarding/>

11. Contact the LADO (Local Authority Designated Officer)

<https://pdscp.co.uk/dorset/working-with-children/allegations-against-staff/>

If you would prefer to contact the LADO directly, or to discuss a concern that the LADO is already aware of, then please contact **01305 221122** or LADO@dorsetcouncil.gov.uk

For more detailed advice on what to do if an allegation is made against a member of staff, please go to the [Pan-Dorset Multi-agency Safeguarding Procedures](#) and refer to the [Richard Inquiry Report](#)

In case of emergency outside of the above hours please contact the **Out of Hours Team; Bournemouth, Christchurch and Poole** 01202 738256